

Branch Manager

Sioux Falls, SD

We are searching for a Branch Manager at our Sioux Falls, SD location.

At Baldwin, we give you the autonomy to create success. We promote team and family spirit that fosters camaraderie across the company so that we continue to be the leading Independent Industrial Distributor of mechanical power transmission, conveyor belt and electrical control products in the upper Midwest. Throughout your career with us, we will encourage and empower you to take an active role in identifying and providing the right solution to fulfill our customer needs.

Job Description

The Branch Manager provides both tactical and strategic leadership for the branch. The role oversees customer service, inventory, audit controls, expenditures, warehouse procedures, personnel and deliver sustaining a consistent and measurable profit. The Branch Manager will champion in team building and lead change by practicing leadership and safety. The position must be able to multitask and exercise strong judgement with completing priorities.

Essential Functions (Duties include but are not limited to):

- Instill and drive Employee Engagement and company's Mission, Vision and Values through operations
- Responsible for planning/scheduling, directing, and coordinating the branch operations for a Production, Fabrication and Shipping department.
- Plan, organize, and prioritize daily, weekly, and monthly objectives based on business need, product introduction, equipment efficiency and materials.
- Ensures labor cost, equipment efficiency and material are optimized.
- Meet sales goals and growing sales
- Champion, lead and execute cost reduction/continuous improvement initiatives.
- Respond to customer inquiries, placement of orders for standard products and services, request for prices and quotations, and handle customer credits and complaints.
- Coordinate activities with internal departments, vendors and common carriers.
- Responsible for ensuring completion of Job Hazard Analysis, Near Miss Hazard and Behavioral Observations reports accurately and timely.
- Access, update and maintain detail records of accounts
- Champion Safety and ensure achievement of the branch.
- Manage, direct and supervise.
- Ensure customer satisfaction (including material specs, delivery dates) are achieved on time, at the highest level of quality.
- Work closely with Sales and Customer Service to proactively address any specification or on-time and full delivery issues.
- With guidance, provide technical and product assistance to customers in order to generate new and repeat sales.
- Develop and maintain business relationships with current and potential new customers
- Manage a sales territory
- Develop new opportunities with existing customers
- Responsible for developing action plan for revenue growth
- Travel required

Work & Educational Experience Requirements:

- Graduation from High School. Preferred Bachelor's degree; a minimum of 5- years of management experience in distribution, logistics, manufacturing, or warehouse operations and/or 3 years of experience in conveyor belting industry or Industrial sales preferred
- Demonstrated ability to effectively engage with and lead a diverse team
- Effective selling strategies and techniques
- Knowledge of DOT rules and regulations
- Experience of logistics (carriers, shipping policies & procedures)
- Deliver superior customer service
- Proven ability to foster and create a collaborative and inclusive team-oriented work environment
- Proven communication and writing skills, and be proficient in Microsoft Office
- Must possess a valid Minnesota Driver License
- Available to work extended weekday hours, if needed

Skills and Abilities:

- Possesses a strong work ethic and a high standard of integrity.
- Possesses excellent interpersonal skills, sound business judgment and the capacity for continued growth and contributions to the Company.
- Creates and nurtures a positive team environment, inspiring all employees to do their best work to achieve the highest levels of customer and employee satisfaction.
- Able to build and maintain quality relationships with employees, customers and vendors.
- Able to interpret financial report data to determine success/failure of plans and to take appropriate action to adjust business plans ensuring success.
- Effective negotiating skills
- Accuracy & attention to details
- Understand product numbers & alpha/numeric codes
- Able to learn and operate applicable distribution software system (P21) used for business operations.
- Basic knowledge of MS Office Suite
- Professional demeanor and Ethical standards
- Able to read, write, speak and understand

Click here to learn more about Baldwin Supply Co <https://www.baldwinsupply.com/>

To apply please send your resume and cover letter to hr@baldwinsupply.com.